

ADMINISTRATION COMMITTEE

AGENDA

PAGE # ACTIONS

1.0 **CALL TO ORDER**

2.0 **PUBLIC COMMENT PERIOD** -- Members of the public desiring to speak on an agenda item or agenda items not on the agenda, but within the purview of this committee, must notify the Secretary and fill out a speaker's card prior to speaking. Comments will be limited to three minutes. The Chair may limit the total time for comments to twenty (20) minutes.

3.0 **CONSENT CALENDAR**

3.1 **Approval Items**

3.1.1 Minutes of the April 4, 2002 141
 Meeting
 Admin. Attachment

Recommended Action: Approve

3.1.2 Contracts & Purchase Orders 15
 RC Attachment

New Contracts

- Adler Public Affairs 17
- Pay for Performance Plan (TBD)
 (sent under separate cover)

• Lockheed Martin Mission Systems 19
Recommended Action: Approve

Subregional Contracts

- The Elliott Consulting Group, Inc. 23

Recommended Action: Approve

3.2 **Receive & File**

3.2.1 SCAG Legislative Matrix 2001-2002 25
 Session **RC Attachment**

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3.2.2 Contracts/Purchase Orders \$5,000-\$25,000
(Info Only) RC Attachment

Contracts

- Fennessy & Associates
- Psomas & Associates

Purchase Orders

- Ametron Audio/Video, Inc.
- DRI-WEFA
- Govplace
- Yocum Business Furnishings

3.2.3 Conflict of Interest Listing
(Info Only) Attachment

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4.0 ACTION ITEMS

4.1 Administration Committee Report

Mayor Pro Tem
Perry, Chair

4.1.1 Draft Fiscal Year 2002-2003 Budget
Attachment

Ralph Levy
Manager of Budget
& Grants

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Recommended Action: Review and
provide input for final FY 2002-2003
Budget.

5.0 INFORMATION ITEMS

5.1 Presentation by Civic Resource Group
Website Consultant

Huasha Liu
Manager of Planning
Data & Forecasting

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5.2 Monthly Financial Report
 RC Attachment

Bert Becker
Chief Financial
Officer

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The CFO provides a report that reflects financial status and cash flow, General Fund Expenditure status and, on a quarterly basis a report on membership dues.

5.3 Update on Caltrans Audit

Bert Becker
Chief Financial
Officer

5.4 Budget Funding Strategies
 Website Consultant

Bert Becker
Chief Financial
Manager

6.0 COMMENT PERIOD

Any Administration Committee member or staff desiring to comment on items not covered on the Agenda and may do so at this time comments should be limited to three minutes.

7.0 ADJOURNMENT

The next Administration Committee will meet on Thursday, June 6, 2002 from 9:00 a.m. – 10:15 a.m.

